

September 1, 2019

XYZ Company

TO WHOM IT MAY CONCERN:

I am responding to your job listing at the Career Centre at the University of Toronto at Mississauga. With my degree in Economics and various working experiences in the business world, I am confident I can make a strong positive contribution to your organization.

I am currently completing a world class professional education at University of Toronto. I have developed a solid background in the fundamentals of economics, including financial economics, forecasting and the markets. I am a team-oriented resourceful and flexible person, eager to take on challenges to achieve my goals.

I would like to discuss how my qualifications could contribute to your organization. I look forward to meeting with you to further discuss my qualifications.

Yours,

Amanthi Chandrasena